

PROCEDURE REFERENCE : FmHA Instruction 1930-C

PURPOSE : Used by District Directors to remind borrowers to submit annual reports to FmHA.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

Date _____

(Name of borrower)

(Address of borrower)

Dear _____:

You are required to submit annual reports to Farmers Home Administration (FmHA) at the end of your fiscal year for (Name of project). These reports furnish management with a means of evaluating prior decisions and serve as a basis for planning future operations. The use of these reports can assist you in planning an efficiently operated project.

If your project has 24 or less units, you are not required to submit an audit prepared by a CPA. However, the following must be submitted in duplicate within 45 days after the close of your fiscal year:

1. Form FmHA 1930-7, Statement of Budget and Cash Flow, which includes the projected budget.
2. Form FmHA 1930-8, Year End Report and Analysis for Fiscal Year Ending _____.
3. Additional information indicating new board members, if applicable.
4. Paid real estate tax receipts if not previously provided.
5. Copy of the annual meeting minutes.
6. Copy of meeting minutes where new board was elected with names provided.

If your project has 25 or more units, an audit prepared by a CPA is required and must be submitted in duplicate within 90 days after the close of your fiscal year. The audit should be prepared as required by FmHA Pamphlet "Instruction for Independent Certified Public Accountants" and the following items submitted to the FmHA District Office:

1. Audit
2. Form FmHA 1930-7, Statement of Budget and Cash Flow, which includes the projected budget.
3. Form FmHA 1930-8, Year End Report and Analysis for Fiscal Year Ending _____.

4. Additional information indicating new board members, if applicable.
5. Paid real estate tax receipts if not previously provided.
6. Copy of annual meeting minutes.
7. Copy of meeting minutes where new board was elected with names provided.

Please make every effort to submit reports within the specified time frame and to see that all items requested are completed.

If you have any questions or desire further information, please feel to call our District Office.

Sincerely,

(FmHA official's signature and title)